



COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, June 28, 2023
7:00 – 9:00 pm
Hybrid Meeting (In-Person and via MS Teams)
MINUTES

Present: Anne Savill (Vice Chair)
Jennifer Clay
Mel Montgomery
Rob Griesdale
Cllr Jim Hanson

Regrets: Jim Paul (Chair)
Alastair Moore
Trevor Ford

Staff: Isabelle Kim, Community Planner
Mary Jukich, Committee Clerk

1. Call to Order

The Vice Chair called the meeting to order at 7:12 pm.

2. Adoption of Agenda

The following items were added to the agenda:

- Proposed Properties
- Heritage Plaques

MOVED by Anne Savill and seconded by Mel Montgomery
To adopt the agenda.

CARRIED

3. Adoption of Minutes

MOVED by Rob Griesdale and seconded by Mel Montgomery
To adopt the May 24, 2023 minutes.

CARRIED

4. Council Heritage Tour Debrief

Committee members were requested to provide feedback on the recent Council Heritage Tour, and the following comments were provided:

- For next year, consideration be given to touring a pre-World War 2 property;
- If a tour is not possible for next year, then a short video be created and presented to Council as this would be valuable in terms of the objectives of the committee. Video would be coordinated by the Committee as Staff do not have these resources;
- The event was well-planned;
- Light food and beverages worked well for everyone.

5. Heritage Walking Tour StoryMaps Workshop

Committee members were provided with a review of the Heritage Walking Tour StoryMap. On discussion, the following comments were provided by the Committee members:

- It may be helpful to include the date the property was constructed, renovated and the name of the architect.
- Instead of separating the properties by style, perhaps separate by areas such as Capilano and Edgemont, and include Seymour and Deep Cove;
- Include Murdo Frazer Cabin.

Staff have requested the Committee to submit any additions, revisions, or suggestions before end of day Wednesday July 12.

6. Staff Updates

(a) Community Heritage Grants - Submittal

Committee members were informed that the grant applications and evaluation process was shifting to an online program called Submittable. In terms of timelines, letters will be mailed out and advertising will be done through social media and the North Shore News. Councillor Hanson provided the suggestion to consider advertising through North Shore Daily Post.

Applications will be open for approximately ten and a half weeks and then staff will undertake an internal review. At the September Committee meeting, a tutorial on how to use the platform will be provided to the Committee members.

(b) Murdo Frazer Cabin Interpretive Signage

Cabin restoration work will be completed over the summer. The heritage description for the interpretive signage is underway and it is expected to be finalized in September. The interpretive signage work is tied to the cabin restoration timelines.

(c) HRA Guide

A webpage will be prepared over the summer to accompany the HRA Guide launch. This will be brought back to the Committee at a future meeting.

(d) Heritage Plaques

Staff are exploring plaque installation design options. The choice of vendor and materials for the plaque installations will determine the overall cost.

7. Properties Tracker

The following properties were added to the Properties Tracker:

- 114 West Windsor – listed for sale.
- 805 Forest Hills – house was listed for sale and has been take off the market as of June 5 and assumed sold.
- 390 Kings Road E – property owner has enquired about permits to complete foundation work and is planning to sell property.

8. Any Other Business

Proposed Properties

In the past, when a property came up for sale that may be under threat of demolition, the District put together a property information sheet on potential development, zoning, etc with options for development that could be given to the realtor for the potential owner, and it was suggested that it may be beneficial to complete the information sheets for every property on the register. Staff have noted that property information sheets are prepared by Development Planning based on the number and frequency of inquiries they've received for a property. This is also determined by their current capacity.

As policy changes are important, it is anticipated that over the summer work will be undertaken on the heritage procedures bylaw update.

Update

Applications for Heritage Awards are now open for 2023.

9. Adjournment

The meeting was adjourned at 8:35 pm.

Next Meeting: Wednesday, July 26, 2023